

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Recreation Director

CLASSIFICATION: Exempt - Grade Level 20

Job Description: On behalf of the Board of Selectmen and in conjunction with the Recreation Commission, the Recreation Director shall be responsible for the establishment and development of a comprehensive recreational and leisure program for residents of all ages of the Town of Milford. The Director shall be in charge of the operation and developmental phases of parks, recreational areas and facilities, playgrounds, and specialized areas and structures. As an agent of the Town of Milford, the Recreation Director is vested with the authority to order a person (or persons) to leave (or not to enter) Town of Milford property in order to follow Federal or State laws, or Town of Milford ordinances, rules and regulations in accordance with NH RSA 635:2.

Accountability: The Recreation Director works under the general administrative supervision of, and is accountable to, the Town Administrator.

Equipment Used: Telephone, personal computer, including word processing, spreadsheet, and scheduling software; calculator; copy and fax machine; folding machine, postage meter; mobile or portable radio; automobile; various sports equipment used in recreation programs.

Environment: **Inside:** 50 % **Outside:** 50 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Works with Recreation Commission to prepare, maintain and implement a general recreation plan for all of the citizens of the community of Milford.
2. Develops and recommends an annual General Fund operating budget in accordance with the budget philosophy developed by the Board of Selectmen which supports the general recreation plan. Develops and recommends an annual Recreation Revolving Fund budget to the Recreation Commission which supports the general recreation plan.
3. Publicizes and promotes participation in recreation programs.
4. Administers, implements, and supervises parks and recreation programs and activities.
5. Coordinates and schedules all recreation activities in Town parks, playgrounds, swimming pool, tennis courts and other recreation areas.
6. Recommends improvements and expansion of overall parks and recreation systems in coordination with the Recreation Commission.
7. Oversees, maintains and cares for all property assigned to the Recreation Department in cooperation with the Department of Public Works.
8. Prepares and maintains records pertaining to the Recreation Department.
9. In conjunction with the Recreation Commission, works cooperatively with civic agencies and business organizations to best assess and promote the needs of the community and the Recreation Department.
10. Works cooperatively with Town departments.

11. Orders supplies and equipment as necessary and maintains an inventory.
12. Plans and supervises special events and trips.
13. Hires, trains and supervises staff members.
14. Attends conferences and workshops concerning municipal recreation.
15. Coordinates volunteers for Town-sponsored recreational programs in conjunction with the Recreation Commission and the Volunteer Committee.
16. Attends meetings and gives presentations as required.
17. Is responsible for coordinating the activities of the Recreation Commission which includes providing continuous communication with the Recreation Commission members, attending Commission meetings as needed, making presentations and policy recommendations, and providing monthly Director's reports to the Commission.
18. Duties may require attending meetings, events, programs and activities in the evening, on weekends and on holidays.
19. Performs other related duties as required.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs. YES

LIFT 11 to 25 lbs. YES

LIFT 26 to 50 lbs. YES

LIFT over 50 lbs.: YES

CARRY up to 10 lbs. YES

CARRY 11 to 25 lbs. YES

CARRY 26 to 50 lbs. YES

CARRY over 50 lbs. YES

REACH above shoulder height: YES

REACH at shoulder height: YES

REACH below shoulder height: YES

PUSH/PULL: Must be able to push & pull objects.

OTHER PHYSICAL CONSIDERATIONS

Twisting: YES

Bending: YES

Crawling: YES

Squatting: YES

Kneeling: YES

Crouching: YES

Climbing: YES

Balancing: YES

WORK SURFACE(S)

All indoor and outdoor work surfaces.

HAND MANIPULATION

DURING AN 8-HOUR DAY,
EMPLOYEE IS REQUIRED TO:

| | | | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|--------------------------------|-----|-------|--------------------------|--------------------|
| <u>Grasping:</u> | YES | | | |
| <u>Handling:</u> | YES | Sit | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| <u>Torquing:</u> | YES | Stand | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| <u>Fingering:</u> | YES | Walk | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| <u>Controls and Equipment:</u> | YES | | | |

Cognitive and Sensory Requirements:

| | | | |
|-----------------|-----|--------------------------------|-----|
| <u>Talking:</u> | YES | <u>Sight:</u> | YES |
| <u>Hearing:</u> | YES | <u>Tasting & Smelling:</u> | YES |

Specific Vocational**Preparation****Requirement(s):**

- | | |
|--|---|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input checked="" type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements:

Red Cross First Aid, CPR (community) strongly recommended.

Knowledge, Skills and Abilities:

- The Recreation Director shall have a thorough knowledge of recreation philosophy, planning, and administration.
- Thorough knowledge of recreation programs and practices.
- Thorough knowledge of individual and group behavior.
- Ability to plan and supervise the work of others.
- Ability to speak effectively and write effectively.
- Well-developed computer skills.
- Gain public support of recreation activities.
- Practice good judgment.
- Able to communicate to staff and the public in a polite and courteous manner at all times.

Minimum Qualifications Required:

- Graduation from a college or university with major course work in recreation.
- Two years experience in the field of municipal recreation with experience in recreation administration or any equivalent combination of education and experience which demonstrates possession of the required skills and abilities.
- Successful completion of a criminal records check.

Summary of Occupational Exposures:

Four season weather conditions, pool chemicals, possible poisonous plants and insects.

Other Considerations and Requirements:

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.